



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

*Helping People
Help the Land*

Phone: (651) 602-7900
FAX: (651) 602-7914

Transmitted via email

February 10, 2006

MINNESOTA BULLETIN NO. 120-6-11

SUBJECT: ADS – PROPERTY MANAGEMENT

Purpose. To provide offices with instructions on reporting vehicle accidents.

Expiration Date. September 30, 2007.

In the event of an accident, offices are reminded of the following rules that must be adhered to:

1. Notify your supervisor immediately.
2. Prepare accident forms found in each vehicle's accident kit.
3. Follow the steps outlined on the vehicle accident checklist.
4. Submit accident forms within 3 days to the state office.
5. Obtain police reports, if applicable.

Contact Laurie Otte, Management Services Specialist, if you have questions.

WILLIAM HUNT
State Conservationist

DIST: AE